

Policy Planning and Implementation

Mission Statements

The City Council serves as the informed, legislative governing body of the City on all issues, provides guidance in assessing the needs of the community and policy direction for the development of programs and provision of services to the citizens of Milpitas.

The divisions of the City Manager's Department assist the public in accessing their local government and support the City Departments in providing the highest quality services. The Department is committed to being proactive to the changing needs of the public and City Departments.

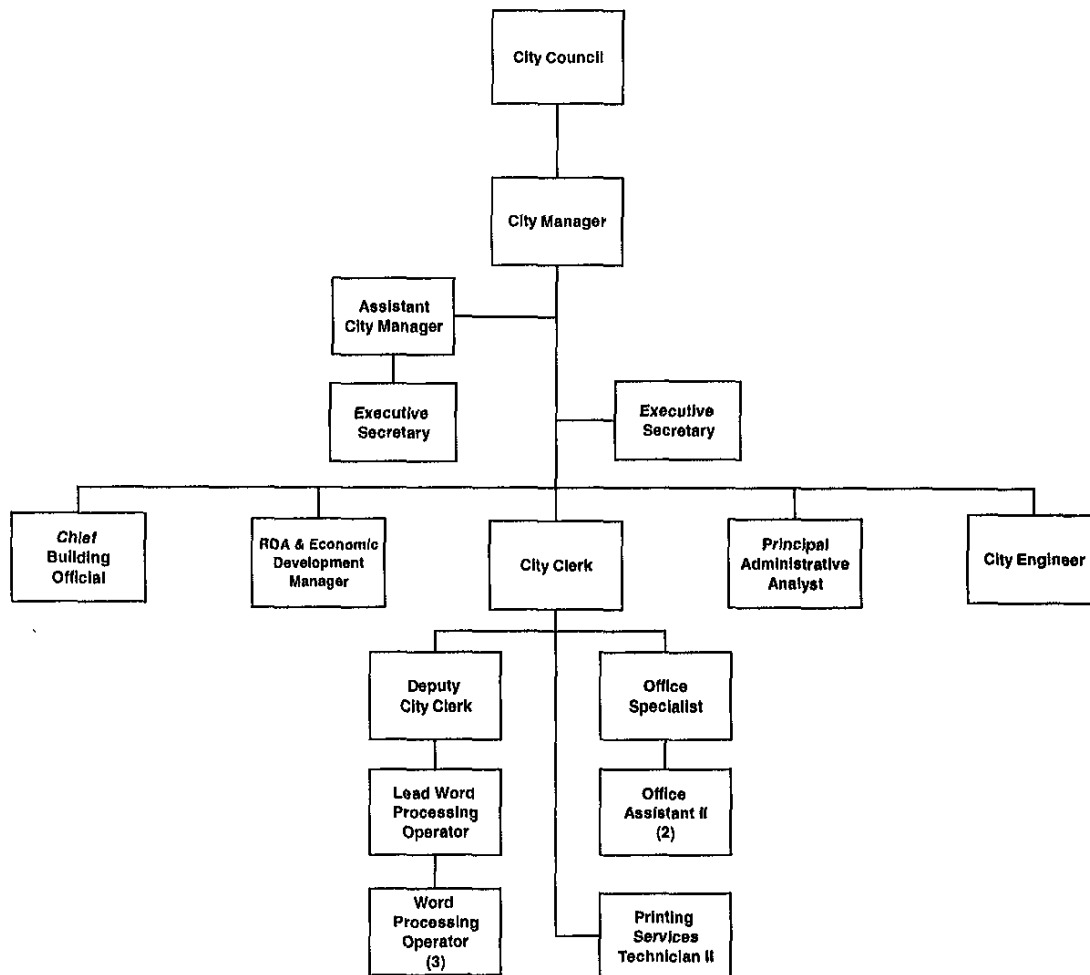
Divisions

City Council

City Manager

City Clerk

RDA & Economic Development



POLICY PLANNING AND IMPLEMENTATION OVERVIEW

	<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Approved 2003-04</u>
Expenditure by Division				
City Council	213,621	249,331	358,606	292,499
City Manager	<u>1,403,123</u>	<u>1,359,457</u>	<u>1,596,540</u>	<u>1,532,949</u>
Total	1,616,744	1,608,788	1,955,146	1,825,448

Expenditure by Function

City Council	213,621	249,331	358,606	292,499
City Manager	605,023	622,204	717,961	649,155
City Clerk	769,540	734,876	853,579	858,994
RDA & Economic Dev	<u>28,560</u>	<u>2,377</u>	<u>25,000</u>	<u>24,800</u>
Total	1,616,744	1,608,788	1,955,146	1,825,448

Expenditure By Object

Personnel Services	1,244,235	1,279,516	1,465,000	1,489,900
Services and Supplies	345,200	327,926	490,146	335,548
Capital Outlay	27,309	1,346	0	0
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,616,744	1,608,788	1,955,146	1,825,448

_____ 2003-2004 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____

DEPARTMENT: Policy Planning and Implementation

		<u>Actual</u> <u>2000-01</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
PERSONNEL SERVICES					
4111	Permanent Salaries	1,017,345	1,079,432	1,315,529	1,413,606
4112	Temporary Salaries	23,702	3,850	20,149	51,118
4113	Overtime	5,012	3,943	4,000	0
4115	Bonus Pay	0	0	0	0
4121	Allowances	54,767	50,161	50,160	42,960
4124	Leave Cashout	20,460	1,990	0	0
4131	PERS	422	5,944	87,184	99,417
4132	Group Insurance	79,456	88,782	156,216	211,789
4133	Medicare	11,078	11,184	14,227	15,304
4134	OASDI	0	0	0	0
4135	Worker's Compensation	11,404	14,436	7,994	8,589
4138	Deferred Comp	20,243	19,440	19,200	13,500
4139	PARS	346	354	303	303
4142	Vacancy Factor	0	0	(209,962)	(280,614)
4143	Charged to CIPs	0	0	0	(86,072)
Total		1,244,235	1,279,516	1,465,000	1,489,900
SERVICES AND SUPPLIES					
4201	Community Promotions	43,225	34,737	108,500	56,900
4211	Equipment Replacement Amort	46,906	48,932	2,949	2,369
4220	Supplies	48,713	39,345	47,450	52,250
4230	Services	135,633	94,826	158,800	120,100
4280	Elections	0	13,799	25,000	0
4410	Communications	6,636	6,222	7,200	3,900
4501	Memberships & Dues	43,170	57,292	68,542	64,794
4503	Training	6,727	24,679	48,550	20,350
4520	Commissions and Boards	14,190	8,094	23,155	14,885
Total		345,200	327,926	490,146	335,548
CAPITAL OUTLAY					
4851	Vehicles	18,669	0	0	0
4874	Computer Hardware	0	0	0	0
4911	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equipment	8,640	1,346	0	0
Total		27,309	1,346	0	0
Total Expenditures		<u>1,616,744</u>	<u>1,608,788</u>	<u>1,955,146</u>	<u>1,825,448</u>

DEPARTMENT: 1 Policy Planning and Implementation
DIVISION: 10 City Council
FUNCTION: 100 City Council

Function Description

The City Council serves as the governing body of the City, provides legislative direction, and promulgates policies pertaining to the provision of services and direction of City government.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
City Council Meetings	24	24	24	24

2002-03 Accomplishments

1. Provided policy direction for the municipal corporation.
2. Established citywide priorities for administrative and financial management for Fiscal Year 2002-03.
3. Reviewed and adopted policies to increase productivity, efficiency, and accountability.
4. Provided oversight for the completion and opening of City Hall.
5. Initiated and guided the conceptual development of the new Library and Senior Center.
6. Provided direction for the expansion of the Redevelopment Area.
7. Provided direction for the implementation of the Midtown Specific Plan.
8. Initiated a Formal Cable Franchise Renewal process.
9. Approved a Public Safety Terrorism Response Plan.
10. Adopted an updated Housing Element that was recognized by the state Department of Housing and Community Development as a model housing element for other cities.
11. Enhanced citizen and neighborhood services.
12. Initiated development of the Dog Park at the Ed Levin Park.

2003-04 Objectives

1. Provide policy direction for the municipal corporation.
2. Establish citywide priorities for Fiscal Year 2003-04.
3. Review and adopt policies to increase productivity, efficiency, and accountability.
4. Focus on economic recovery and development.
5. Oversee the development of the design for the new Milpitas library and the renovation and expansion of the Milpitas Senior Center.

Personnel Allotment

This function is staffed by: (1) Mayor, (1) Vice-Mayor, and (3) Councilmembers.
Stipends for seven Planning Commissioners are included in the City Council budget.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$155,070 will provide staffing for this function.
Services & Supplies: \$137,429 will provide for community promotions, supplies, memberships and meeting expenses for the City Council, City Commissions and Boards.
Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Council
FUNCTION: City Council

		<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Approved 2003-04</u>
PERSONNEL SERVICES					
4111	Permanent Salaries	51,394	52,868	55,395	57,856
4112	Temporary Salaries	2,475	3,150	4,900	3,000
4113	Overtime	0	0	0	0
4115	Bonus Pay	0	0	0	0
4121	Allowances	38,161	38,161	38,160	37,560
4124	Leave Cashout	0	0	0	0
4131	PERS	94	301	3,808	4,176
4132	Group Insurance	24,521	25,597	25,668	50,640
4133	Medicare	1,375	1,407	1,380	1,465
4134	OASDI	0	0	0	0
4135	Worker's Compensation	517	770	274	299
4138	Deferred Comp	3,000	2,885	5,700	0
4139	PARS	332	344	74	74
4142	Vacancy Factor	0	0	0	0
4143	Charged to CIPs	0	0	0	0
	Total	<u>121,869</u>	<u>125,483</u>	<u>135,359</u>	<u>155,070</u>
SERVICES AND SUPPLIES					
4201	Community Promotions	26,592	32,276	95,900	45,900
4211	Equip Repimnt Amortization	0	0	0	0
4220	Supplies	6,082	1,853	3,000	3,000
4230	Services	299	312	500	0
4280	Elections	0	0	0	0
4410	Communications	1,616	4,463	5,200	2,400
4501	Memberships & Dues	38,359	54,045	60,992	58,244
4503	Training	4,614	22,805	34,500	13,000
4520	Commissions & Boards	14,190	8,094	23,155	14,885
	Total	<u>91,752</u>	<u>123,848</u>	<u>223,247</u>	<u>137,429</u>
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4911	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	0	0	0	0
	Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>213,621</u></u>	<u><u>249,331</u></u>	<u><u>358,606</u></u>	<u><u>292,499</u></u>

DEPARTMENT: 1 Policy Planning and Implementation **CITY MANAGER:** Tom Wilson
DIVISION: 11 City Manager
FUNCTION: 111 City Manager

Function Description

This function administers the operation of City government in an efficient and effective manner according to the general policy guidelines of the City Council and recommends strategies and solutions to issues for Council consideration.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
City Council Meetings	24	24	24	24
Budget Expenditures to Revenues (Equal to or Less than)	Less than	Less than	Equal to	Equal to
Capital Improvement Program Projects Completed	N/A	N/A	23	18

2002-03 Accomplishments

1. Implemented the City Council priorities for FY 02-03.
2. Provided administrative and managerial leadership to the municipal organization.
3. Directed coordination of regional transportation issues with outside agencies.
4. Provided oversight and management of City Hall construction project and post-occupancy construction recovery and close-out programs.
5. Provided oversight for the relocation of workforce from the temporary City Hall to the new City Hall and produced events to recognize and dedicate the new City Hall.
6. Managed the impact of the economic recession without reduction of City services.
7. Provided oversight and direction for the library-building project, completed community needs assessment, and initiated consultant selection process for the building program.
8. Provided policy support for transportation planning and development issues.
9. Provided support for the adoption of an updated Housing Element.
10. Relocated the Senior Center programs, initiated the expansion of the temporary Senior Center, and supervised the evaluation of the Senior Center renovation.
11. Provided direction for the implementation of the Public Safety Terrorism Response Plan.
12. Developed community consensus for a Dog Park location and successfully negotiated its lease with the County.

2003-04 Objectives

1. Implement City Council priorities for FY 03-04.
2. Provide leadership to the municipal organization.
3. Oversee close out of City Hall construction claims and potential litigation.
4. Increase emphasis on implementing economic development strategies.
5. Provide guidance for interagency coordination of transportation issues with emphasis on I-880/I-680 cross connector project, I-680 sound-walls, and SR237/I-880 interchange.
6. Implement financial and personnel strategies to mitigate the loss of revenues brought upon the City by the general economic recession and the State's budget deficit.

Personnel Allotment

This function is staffed by: (1) City Manager, (1) Assistant City Manager, (1) Principal Administrative Analyst, (1) Executive Secretary to the City Manager and (1) Executive Secretary to the Assistant City Manager.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$630,955 will provide staffing for this function.

Services & Supplies: \$18,200 will provide for supplies, memberships, meetings, training and promotions.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Manager
FUNCTION: City Manager

		<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Approved 2003-04</u>
PERSONNEL SERVICES					
4111	Permanent Salaries	484,612	546,324	578,688	603,868
4112	Temporary Salaries	20,276	0	10,000	5,000
4113	Overtime	1,242	1,110	0	0
4115	Bonus Pay	0	0	0	0
4121	Allowances	11,248	6,600	6,600	0
4124	Leave Cashout	13,905	0	0	0
4131	PERS	129	2,952	38,572	42,362
4132	Group Insurance	21,870	28,433	42,780	50,785
4133	Medicare	6,650	6,773	7,233	7,284
4134	OASDI	0	0	0	0
4135	Worker's Compensation	5,487	6,706	2,938	3,078
4138	Deferred Comp	7,990	7,363	4,500	4,500
4139	PARS	0	0	150	150
4142	Vacancy Factor	0	0	0	0
4143	Charged to CIPs	0	0	0	(86,072)
	Total	<u>573,409</u>	<u>606,261</u>	<u>691,461</u>	<u>630,955</u>
SERVICES AND SUPPLIES					
4201	Community Promotions	15,928	1,811	2,600	1,000
4211	Equip Replmnt Amortization	0	0	0	0
4220	Supplies	8,041	3,838	5,250	5,250
4230	Services	0	4,670	200	0
4280	Elections	0	0	0	0
4410	Communications	4,595	1,759	2,000	1,500
4501	Memberships & Dues	1,692	1,727	5,600	4,600
4503	Training	1,358	1,465	10,850	5,850
4520	Commissions & Boards	0	0	0	0
	Total	<u>31,614</u>	<u>15,270</u>	<u>26,500</u>	<u>18,200</u>
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4911	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	0	673	0	0
	Total	<u>0</u>	<u>673</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>605,023</u>	<u>622,204</u>	<u>717,961</u>	<u>649,155</u>

DEPARTMENT: 1 Policy Planning
DIVISION: 11 City Manager
FUNCTION: 114 City Clerk

CITY MANAGER :
CITY CLERK:

Tom Wilson
Gail Blalock

Function Description

This function provides Government Code mandated services, public information, centralized records management, minutes and records of City Council actions, municipal code codification, administration of elections, parking violation hearings, and centralized word processing and printing services. This unit also provides a City Hall information desk, providing assistance to the public and to other departments.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
Council agenda items processed	623	513	518	515
Public information inquiries	18,227	15,025	16,000	18,000
Total printing impressions	1,857,141	2,055,494	2,285,000	2,750,000
Respond to Requests in 24 hrs.	N/A	N/A	N/A	Goal 80%

2002-03 Accomplishments

1. Prepared City Council agendas and minutes for all regular and special meetings.
 2. Administered the requirements of the Fair Political Practices Commission for campaign disclosure reports and statement of economic interests.
 3. Conducted November 5, 2002, Election.
 4. Re-established Print Shop at Public Works Warehouse.
 5. Assisted with City Hall Grand Opening Events.
-

2003-04 Objectives

1. Prepare agendas and record City Council actions.
 2. Administer the requirements of the Fair Political Practices Commission for campaign disclosure reports and statements of economic interest.
 3. Administer citywide records retention program/update Retention Schedule.
 4. Review and enhance Municipal Code codification process.
 5. Implement the Passport Acceptance Facility Program.
-

Personnel Allotment

This function is staffed by: (1) City Clerk, (1) Deputy City Clerk, (1) Senior Word Processing Operator, (3) Word Processing Operators, (1) Printing Services Technician, (1) Office Specialist, and (2) Office Assistants.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$703,875 will provide staffing for this function.

Services and Supplies: \$155,119 will provide for advertising, municipal code codification, off-site records storage; equipment maintenance, outside printing, and supplies for citywide printing.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Manager
FUNCTION: City Clerk

		<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Approved 2003-04</u>
PERSONNEL SERVICES					
4111	Permanent Salaries	475,691	480,240	580,876	637,246
4112	Temporary Salaries	951	700	5,249	43,118
4113	Overtime	3,770	2,833	4,000	0
4115	Bonus Pay	0	0	0	0
4121	Allowances	5,400	5,400	5,400	5,400
4124	Leave Cashout	6,208	1,990	0	0
4131	PERS	199	2,691	38,102	44,839
4132	Group Insurance	35,645	34,752	79,212	100,236
4133	Medicare	3,054	3,004	4,146	4,881
4134	OASDI	0	0	0	0
4135	Worker's Compensation	4,702	5,783	4,276	4,640
4138	Deferred Comp	9,234	9,192	8,100	8,100
4139	PARS	14	10	79	79
4142	Vacancy Factor	0	0	(91,260)	(144,664)
4143	Charged to CIPs	0	0	0	0
	Total	<u>544,868</u>	<u>546,595</u>	<u>638,180</u>	<u>703,875</u>
SERVICES AND SUPPLIES					
4201	Community Promotions	0	0	0	0
4211	Equip Replmnt Amortization	46,906	48,932	2,949	2,369
4220	Supplies	33,907	33,654	39,000	44,000
4230	Services	115,496	89,844	144,100	106,100
4280	Elections	0	13,799	25,000	0
4410	Communications	0	0	0	0
4501	Memberships & Dues	631	970	1,150	1,150
4503	Training	423	409	3,200	1,500
4520	Commissions & Boards	0	0	0	0
	Total	<u>197,363</u>	<u>187,608</u>	<u>215,399</u>	<u>155,119</u>
CAPITAL OUTLAY					
4851	Vehicles	18,669	0	0	0
4870	Machinery & Equipment	0	0	0	0
4911	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	8,640	673	0	0
	Total	<u>27,309</u>	<u>673</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>769,540</u></u>	<u><u>734,876</u></u>	<u><u>853,579</u></u>	<u><u>858,994</u></u>

DEPARTMENT: 1 Policy Planning
DIVISION: 11 City Manager
FUNCTION: 116 RDA and Economic Development

CITY MANAGER: Tom Wilson
RDA & ECON DEV MGR: Vacant

Function Description

This function helps maintain and enhance the City's overall economic health and the revenue stream funding the City's operating budget. The function evaluates and assesses the local and regional economy and trends and maintains a lead role in redevelopment activities. It also helps retain existing businesses and attract new businesses to the City.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
RDA Expansion Plan	N/A	N/A	Yes	Yes
Midtown Specific Plan Projects	N/A	N/A	6	6

2002-03 Accomplishments

1. Initiated the mechanism for the eighth amendment of the Redevelopment Plan for the Milpitas Redevelopment Project Area.
 2. Entered into negotiations with the County of Santa Clara to facilitate the development of the Elmwood/Abel Street properties.
 3. Entered into negotiations to provide financial assistance for the Lockheed property.
 4. Produced a four-page Milpitas advertisement for the Silicon Valley Business Ink.
 5. Developed and articulated a strategy among various options to increase the current tax increment and bonded indebtedness limits for Redevelopment Project Area 1.
 6. Monitored and proposed legislation to sustain Milpitas Redevelopment Project Area 1.
 7. Engaged Keyser Marston and Associates to document and justify the use of Redevelopment Authority to implement the Midtown Specific Plan.
-

2003-04 Objectives

1. Increase Redevelopment Agency (RDA) tax increment authorization and Agency boundaries.
 2. Clarify and formalize economic development strategies and policies.
 3. Participate in economic development activities of outside organizations (such as: Joint Venture Silicon Valley, North Valley Private Industry Council and the Manufacturing Group).
 4. Protect the Redevelopment Agency from State legislative initiatives to diminish the authority and economic capacity of redevelopment.
-

Personnel Allotment

This function has the following position allocated, which remains vacant: (1) RDA and Economic Development Manager.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: No financial allocation for this function due to vacancy.

Services and Supplies: \$24,800 will provide for supplies, memberships, training, meetings, research and promotional brochure.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Manager
FUNCTION: RDA & Economic Development

		Actual 2000-01	Actual 2001-02	Budget 2002-03	Approved 2003-04
PERSONNEL SERVICES					
4111	Permanent Salaries	5,648	0	100,570	114,636
4112	Temporary Salaries	0	0	0	0
4113	Overtime	0	0	0	0
4115	Bonus Pay	0	0	0	0
4121	Allowances	(42)	0	0	0
4124	Leave Cashout	347	0	0	0
4131	PERS	0	0	6,702	8,040
4132	Group Insurance	(2,580)	0	8,556	10,128
4133	Medicare	(1)	0	1,468	1,674
4134	OASDI	0	0	0	0
4135	Worker's Compensation	698	1,177	506	572
4138	Deferred Comp	19	0	900	900
4139	PARS	0	0	0	0
4142	Vacancy Factor	0	0	(118,702)	(135,950)
4143	Charged to CIPs	0	0	0	0
	Total	4,089	1,177	0	0
SERVICES AND SUPPLIES					
4201	Community Promotions	705	650	10,000	10,000
4211	Equip Replmnt Amortization	0	0	0	0
4220	Supplies	683	0	200	0
4230	Services	19,838	0	14,000	14,000
4280	Elections	0	0	0	0
4410	Communications	425	0	0	0
4501	Memberships & Dues	2,488	550	800	800
4503	Training	332	0	0	0
4520	Commissions & Boards	0	0	0	0
	Total	24,471	1,200	25,000	24,800
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4911	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	0	0	0	0
	Total	0	0	0	0
	Total Expenditures	28,560	2,377	25,000	24,800

_____ 2003-2004 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____